

FOREWORD

IT'S YOUR MOVE is provided to assist you in making your move as problem-free as possible. It is organized into four parts:

OUTBOUND provides an overview of transportation (shipping and storage of your goods) and travel rules. It covers your entitlements and responsibilities when leaving for post, either from the U.S. or on post-to-post transfer.

INBOUND covers the other side of the coin, making specific suggestions about what to do on arrival at your next post, with specific information on transfers to the United States.

ANYWHERE YOU WANDER deals with issues common to both outbound and inbound shipments. This section gives more information about insurance, claims, inventories, cost-construction, and other issues.

PROBLEMS, INFO, DO'S & DON'TS provides information dealing with 1) problems and contact phone numbers, 2) shipping via personal pouch and APO, 3) contract entitlements, 4) controlled storage companies, 5) insurance companies, 6) air freight (UAB) do's and don'ts, 7) firearms and 8) hazardous items.

There is no "rule" about when to start planning your move except "earlier" is always better than "later." This guide is intended to give you a basic understanding of how you and your effects move to and from post, so that you will be better prepared to play your part in this process. **Your active participation is a key element in the success of your move.**

You should also refer to the **Foreign Service Assignment Notebook: What Do I Do Now?** published by FSI's Transition Center. This 222-page resource offers invaluable information and guidance on all aspects of preparing for an international move and is now available to employees and family members online—on the INTRANET: <http://fsi.state.gov/fsi/tc/default.asp?id=187> and on the INTERNET: www.state.gov/m/fsi/tc/22052.htm. Hard copies are no longer being printed. For additional information on moving and also guidance on other aspects of relocating to foreign posts, contact the Overseas Briefing Center (**703-302-7277/76; E-MAIL: FSIOBCInfoCenter@state.gov**).

We have tried to ensure that this information does not conflict with the regulations contained in 14 FAM 500/600 (Travel and Transportation) or 14 FAM 640/650 (Claims). Should any conflict arise, the regulations must take precedence.

If you have specific questions that are not addressed in this guide, contact your General Services Officer at post or:

Transportation Operations
Suite 5100 SA/3; 2121 Virginia
Avenue (by CVS Drugstore)
Washington, D.C. 20520

TEL: **202-663-0891/92**
800-424-2947 (only outside the DC area)
FAX: **202-663-0967**
E-MAIL: TransportationQuery@state.gov

We sincerely hope that you will find this book helpful. If you have suggestions on how we can improve it, please inform the Transportation Office at the Department of State (A/LM/OPS/TTM).

We wish you a trouble-free move!

Transportation Division
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